



November 1, 2011

Microfilm Conversion Process through State Records Management

Court records can now be converted to microfilm through a cooperative process with Nebraska Records Management Division.

PROCESS:

When courts are ready to have records microfilmed; rather than pulling files, removing paperclips, and numbering pages; the court can email Margaret Bohy Margaret.bohy@nebraska.gov at the Records Management Division of the Secretary of State's Office and have scanned records microfilmed electronically.

Courts simply provide Records Management with beginning and ending dates and the type of cases (i.e. probate, adoption, etc.) to be microfilmed. Records Management will get JUSTICE records and run a program that checks for discrepancies of images to case numbers. When all images are accounted for, the images are sent to an Archive Writer which creates the microfilm. Microfilm is returned to the court with a microfilmed index at the beginning of each roll listing each case.

Original microfilmed records rolls are sent to State Archives for permanent storage.

The current cost for the service is \$.03 per image and \$19.00/roll for the processing and duplication.

Please contact Margaret Bohy, Document Imaging Service Center Manager, Secretary of State, Records Management, 402-471-9778, margaret.bohy@nebraska.gov for more information.